

HOUSING SPECIALIST

FLSA Code: E

Job Code: 3220

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and responsible administrative work organizing, coordinating and implementing city housing grants, activities and programs; does related work as required. Work is performed under the general supervision of the Housing and Human Services Director.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Administering the Community Development Block Grant, H.O.M.E. and various programs and services; preparing documents; maintaining records and files; preparing reports.

Coordinates and administers the city's federal Community Development Block Grant (CDBG) and Home allocation;

Oversees and administers various programs such as fair housing, landlord tenant, home ownership, etc.;

Develops and generates requests, reports, agreements, schedules and supporting documents for the CDBG and H.O.M.E. programs;

Assists program applicants and participants in understanding guidelines and regulations, making application and fulfilling requirements once approved;

Counsels applicants, landlords, tenants and others on programs and requirements;

Confirms accuracy of applications and determines eligibility for programs;

Maintains housing program administration and participant files;

Develops grant applications;

Assists citizens with housing related issues;

Attends housing commission meetings and provides staff support;

Helps potential purchasers of housing to obtain financing;

Provides housing-related counseling to home owners and potential home buyers;

Makes presentations about housing needs and programs to agencies and groups;

Provides contract administration for Section-8 housing;

Researches and compiles data and recommends policy and/or program changes;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in planning, public administration or a related field and considerable experience in a public contact field involving grant administration or financial counseling; thorough knowledge of the rules and regulations governing a variety of Federal and State housing programs, principles and methods of social services and housing administration; demonstrated ability to prepare accurate and informative reports containing findings, conclusions and recommendations, establish and maintain effective working relationships with clients, property owners, associates and the general public and to understand and explain financial transactions associated with home, rental or ownership. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.